



BHD

MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

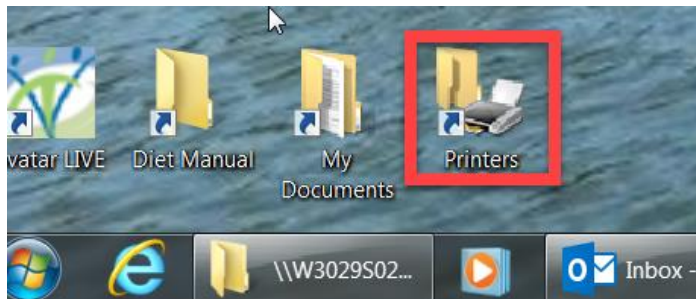
Tips and Tricks



Finding and Adding Printers- employees at BHD should print to a BHD printer. Use the guidelines below to find and/or add a BHD printer to a computer profile.

Finding a BHD Printer

From the computer desktop, double-click on the Printers icon.



A list of icons displays the printers and devices available. A green checkmark next to the printer or device indicates which one is set as the default and where documents will be sent when printing from the computer.

Default printers on the BHD print server should always begin with the letters PRBHD



PRBHDXXXXXon printserver

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Ready

All BHD employees should make sure they are printing to a BHD printer. This is especially important when printing documents that may contain PHI or confidential information.

Adding a Printer

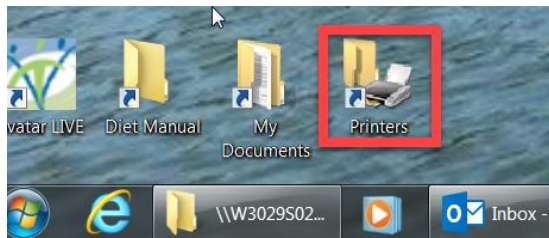
All printers in your work area have a label with the Print Queue Share Name and the Printer Name. You'll need the printer address (see example) to add the printer to your list of available printers.

Print Queue Share Name:

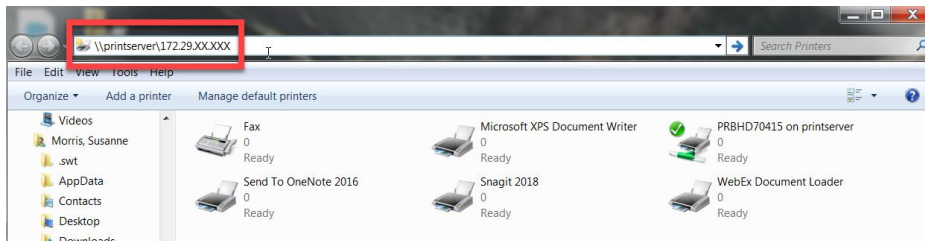
\\printserver\172.29.XX.XXX

Printer Name: PRBHDXXXXX

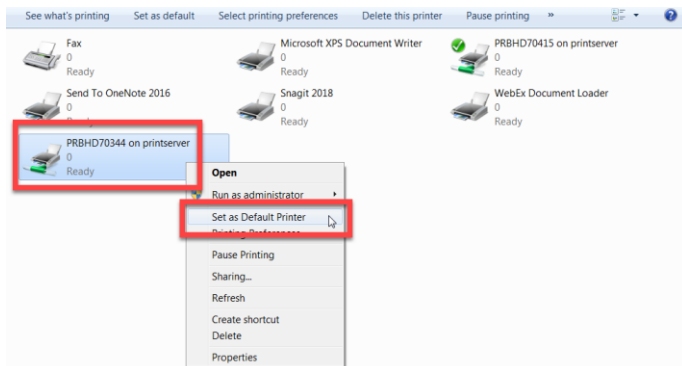
From the computer desktop, double-click the printers icon.



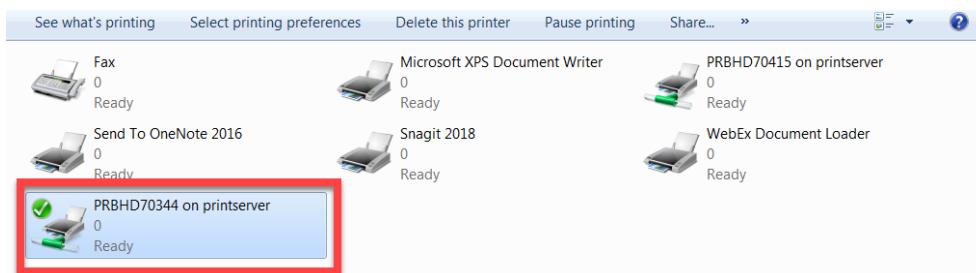
Enter the address of the printer you want to add in the address bar. Click Enter.



Select the newly added printer. Right-click and select Set as Default Printer.



A green checkmark appears next to the new default printer.



Repeat the steps to change default printers.

If you need assistance with adding or managing printers, call the OneTeam Helpdesk at 1-855-400-0797.